



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Director of Divisional (EMSL) Operations
Employee:	Full-Time
Department:	Enrollment Management and Student Life
Reports To:	Vice President for Enrollment Management and Student Life
Salary:	\$75,000.00

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Director of Divisional (EMSL) Operations is a critical operational leader within the Division of Enrollment Management and Student Life (EMSL). This role provides direct advisement to the Vice President for Enrollment Management and Student Life (VPMSL) on all budgetary and financial matters. The Director is responsible for delivering strategic vision, leadership, and oversight of the Division’s budget and budget planning processes, policies, reporting, and support the VP in various operational assignments and projects. Additionally, the Director serves as the primary liaison for budgetary and operational matters between EMSL and other university units.

The Director collaborates closely with the Division’s senior leadership and approximately 20 unit leaders, ensuring alignment with the Division's strategic objectives. This position also plays a vital role in assisting with operational policy development, and compliance while supporting organizational excellence.

This position is instrumental in fostering a culture of operational excellence and financial integrity within the Division of Enrollment Management and Student Life, ensuring alignment with the university's strategic goals.

Primary Duties and Responsibilities:

- **Resource Management & Policy Leadership**
 - Manage Division resources, including compensation and business operations.
 - Provide leadership in policy development, process improvement, risk management, and compliance related to EMSL services and programs.
 - Handle special requests and policy exceptions as directed by the VPMSL.
 - Maintain and implement policies and procedures related to personnel management.
- **Financial Analysis & Reporting**
 - Prepare comprehensive financial and board of trustee reports, including analysis of historical, current, and projected financial data.
 - Monitor financial transactions, conduct account reconciliations, and resolve discrepancies proactively.
- **Strategic Leadership & Collaboration**
 - Act as a thought leader in the development, implementation, and assessment of the Division’s goals and objectives.
 - Contribute to short- and long-term strategic planning efforts for EMSL.

- Represent the Division in internal and external management groups.
- Oversee special projects as requested by the VPMSL.
- **Budget Development & Oversight**
 - Assist in planning and developing operating budgets for EMSL units, coordinating with divisional leadership, the university budget office, and the controller’s office.
 - Implement budget guidelines and monitor the availability of funding for operations.
 - Approve travel requests and supplemental pay in consultation with the VPMSL.
 - Track expenses, ensure budget alignment, and prepare monthly and annual financial reports for review.
- **Operational Excellence**
 - Review department budgets and analyze trends to justify funding requests and optimize financial performance.
 - Facilitate the timely transfer and dissemination of funds to appropriate units.
 - Assist with requisitions, service orders, budget transfers, and check requests as needed.

Examples of Duties:

- Compile data to support EMSL’s annual budget submissions and financial planning efforts.
 - Analyze past and current budgets to provide data-driven recommendations to the VPMSL.
 - Ensure compliance with financial regulations and university policies across all financial activities.
 - Monitor and reconcile divisional operating budgets, identifying and implementing efficiencies to enhance operational performance.
- Qualifications & Skills**
- Proven expertise in financial management, budget planning, and policy development.
 - Strong analytical and strategic planning abilities.
 - Strong project management skills
 - Demonstrated ability to work collaboratively across diverse teams and stakeholders.
 - Exceptional attention to detail, organizational skills, and proficiency in financial reporting tools.

Minimum Hiring Standards:

Education	Bachelor’s Degree in Finance, Business, or Accounting from an accredited four-year college or university. Master’s Degree in Finance, Business Administration, or Finance preferred. Experience and/or certification in project management preferred.
Years of Experience	Minimum of five years of professional experience along with progressively responsible supervisory and/or management experience. Previous work experience within a university environment.

Years of Management/Supervisor Experience	Two or more years of management/supervisory experience.
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Employee

Date

Manager/Supervisor

Date

Human Resources

Date